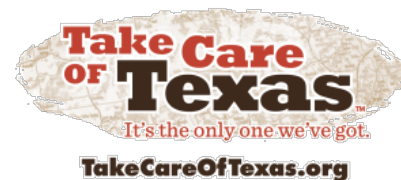


TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

Fax: (512)239-0111

State Title: Grant Coordinator III

Functional Title:

Job Posting: 16030

Monthly Salary: \$4301.16

Salary Group: B22

Posting Date: 10/01/2015

Close Date: 10/15/2015

Section/Division: Homeland Security Program Section/ Critical Infrastructure Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 7306

Job Description:

Develops, coordinates, and administers the Tier II grant program in the Critical Infrastructure Division of the Office of Compliance and Enforcement. Assists in developing the Tier II grant program to include operational policies and procedures, work plans, and informational materials. Develops application materials including application processing and guidance documents and checklists. Reviews and processes grant applications. Plans, coordinates, and oversees activities to provide technical assistance to agency staff, grant recipients, and the public, including the organization and presentation of workshops, application assistance events, and presentations. Oversees grants, renewals and amendments; and makes recommendations to revise grant terms and other related documents. Prepares and reviews grant closeout materials. Monitors financial activities, which includes providing status reports and consultation to management; and assists in the development of administrative and financial reports. Prepares reconciliations for the grant program and researches and adjusts discrepancies. Maintains files and records related to grant activities; tracks grant changes; and prepares grant amendments to budgets and workplans. Conducts rulemaking and ensures compliance with Texas Administrative Code rules that govern the Tier II grant program.

Military Occupational Specialty (MOS) Codes: No military equivalent.

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full time experience in developing, implementing, coordinating, administering, monitoring, and/or planning grant programs.

A graduate degree in public administration, business administration, or a related field from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may substitute for one year of the required experience.

One year of full-time experience related to examples of work performed may substitute for 30 semester hours of the required education.

Preferred Requirements:

Experience in administering a grant program.

Experience with contracts management.

Special Requirements:

Moving up to 10 pounds of files/paper.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer